

CLAIMS

1. A mailing form for facilitating the mailing of a document, the mailing form comprising a first panel, a second panel, and a third panel of substantially the same area, each panel separated by a horizontal fold line, comprising:
  - 5 a top ply of a mailing form;
  - a document in the second panel of the top ply, wherein at least a portion of a perimeter of the document is perforated;
  - a bottom ply coupled to the top ply, such that the top ply lies on top of the
  - 10 bottom ply;
  - a frame portion of the top ply extending over the second panel and a third panel, wherein an inner diameter of the frame portion is perforated so as to allow the frame portion to be removed;
  - an adhesive on the outer edges of a front of the bottom ply extending over
  - 15 the second panel and the third panel, wherein the adhesive is exposed when the frame portion is removed;
  - a first horizontal fold line between the first panel and the second panel such that a back of the first panel is folded so as to meet a back of the second panel; and
  - 20 a second horizontal fold line between the second panel and the third panel, such that when the front of the bottom ply of the third panel is folded so as to meet the front of the bottom ply of the second panel, the outer edges of the front of the second panel and the outer edges of the back of the first panel adhere to the adhesive on the front of the third panel,
  - 25 wherein when the mailing form is in folded form, the document in the second panel is securely situated between the first panel and the third panel.

**EXPRESS MAIL LABEL NO. EV343427474US**

2. The mailing form of claim 1, further comprising:
  - a perforation along the inside of the right edge of the bottom ply, the perforation extending through the first, second and third panel, such that the right edge of the bottom ply is removable when the mailing form is in folded form and
- 5 wherein when the right edge of the bottom ply is removed when the mailing form is in folded form, a right edge of the document is exposed.
3. The mailing form of claim 2, further comprising:
  - a perforation along the left edge of the document, wherein when the
- 10 document is pulled in the right direction when the mailing form is in folded form, the perforation breaks and frees the document.
4. The mailing form of claim 1, wherein the frame portion of the top ply extends over the outer edges of the second and third panel and along the bottom
- 15 edge of the document.
5. The mailing form of claim 4, wherein the backside of the frame portion of the top ply includes a releasable substrate.
- 20 6. The mailing form of claim 1, wherein the upper portion and the bottom portion of the document is die cut and wherein the left portion and the right portion of the document is perforated.
7. The mailing form of claim 6, wherein when the right edge of the bottom ply
- 25 is removed when the mailing form is in folded form, a right edge of the document is exposed.
8. The mailing form of claim 7, wherein when the document is pulled in the right direction when the mailing form is in folded form, the perforation breaks and
- 30 frees the document.

**EXPRESS MAIL LABEL NO. EV343427474US**

9. The mailing form of claim 1, wherein the document is any one of:
  - a check;
  - an account statement;
  - a letter;
- 5 a notice; and
- an invoice.
- 10 10. The mailing form of claim 1, wherein the bottom ply is coupled to the top layer along the first horizontal fold line.
11. The mailing form of claim 10, wherein the backside of the frame portion includes a releasable substrate.
12. The mailing form of claim 11, wherein the bottom ply is further coupled to the top ply by means of the adhesive on the outer edges of the front of the bottom ply adhering to the releasable substrate on the backside of the frame portion of the top ply.
13. The mailing form of claim 1, wherein the front of the top ply in the first panel includes variable information.
14. The mailing form of claim 13, wherein the variable information includes a sender address, a recipient address and postage indicia.
- 25 15. The mailing form of claim 14, wherein the variable information is printed in an upward-facing orientation.
16. The mailing form of claim 14, wherein the variable information is printed in a downward-facing orientation.

30

**EXPRESS MAIL LABEL NO. EV343427474US**

17. The mailing form of claim 1, wherein the mailing form is adapted for printing in a single pass through a sheet-fed, simplex, non-impact printer.